

CHAPTER X

SECURITY EDUCATION

10-100 Responsibility and Objectives

Heads of DoD Components shall establish security education programs for their personnel. Such programs shall stress the objectives of improving the protection of information that requires it. They shall also place emphasis on the balance between the need to release the maximum information appropriate under the Freedom of Information Act (DoD Directive 5400.7, reference (p)) and the interest of the Government in protecting the national security.

10-101 Scope and Principles

The security education program shall include all personnel authorized or expected to be authorized access to classified information. Each DoD Component shall design its program to fit the requirements of different groups of personnel. Care must be exercised to assure that the program does not evolve into a perfunctory compliance with formal requirements without achieving the real goals of the program. The program shall, as a minimum, be designed to:

- a. Advise personnel of the adverse effects to the national security that could result from unauthorized disclosure and of their personal, moral, and legal responsibility to protect classified information within their knowledge, possession, or control;
- b. Indoctrinate personnel in the principles, criteria, and procedures for the classification, downgrading, declassification, marking, control and accountability, storage, destruction, and transmission of classified information and material, as prescribed in this Regulation, and alert them to the strict prohibitions against improper use and abuse of the classification system;
- c. Familiarize personnel with procedures for challenging classification decisions believed to be improper;
- d. Familiarize personnel with the security requirements of their particular assignment;
- e. Inform personnel of the techniques employed by foreign intelligence activities in attempting to obtain classified information, and their responsibility to report such attempts;
- f. Advise personnel of the penalties for engaging in espionage activities;
- g. Advise personnel of the strict prohibition against discussing classified information over an unsecure telephone or in any other manner that permits interception by unauthorized persons;

h. Inform personnel of the penalties for violation or disregard of the provisions of this Regulation (see paragraph 14-101 b.);

i. Instruct personnel that individuals having knowledge, possession, or control of classified information must determine, before disseminating such information, that the prospective recipient has been cleared for access by competent authority; needs the information in order to perform his or her official duties; and can properly protect (or store) the information.

j. INFORM NEWLY ASSIGNED PERSONNEL, INCLUDING CONSULTANTS AND EXPERTS, AS TO THE PROPER PROCEDURES FOR THE PROTECTION OF CLASSIFIED MATERIALS AND INFORMATION DURING OFFICE ORIENTATIONS. NEWLY ASSIGNED PERSONS MAY NOT BE MADE SOLELY RESPONSIBLE FOR SECURING CLASSIFIED MATERIALS OR OFFICES UNTIL THEY HAVE COMPLETED SECURITY ORIENTATIONS AND TRAINING DESIGNED TO FAMILIARIZE THEM WITH PROPER STORAGE AND OFFICE CLOSING PROCEDURES . GENERAL KNOWLEDGE OF THE TOTAL CONTENT OF THIS REGULATION MAY BE ACCOMPLISHED BEST BY INDIVIDUAL STUDY REINFORCED BY DISCUSSION WITH THE OSD COMPONENT SECURITY MANAGER ON SPECIFIC POLICY AND PROCEDURES RELATED TO THE INDIVIDUAL ' S ASSIGNMENT.

k. ADVISE PERSONNEL OF THE REQUIREMENTS TO REPORT SUCH MATTERS AS:

1. PHYSICAL SECURITY DEFICIENCIES .

2. POSSIBLE LOSS OR COMPROMISE OF CLASSIFIED MATERIAL.

3. INFORMATION THAT MIGHT REFLECT ADVERSELY ON THE TRUSTWORTHINESS OF AN INDIVIDUAL WHO HAS ACCESS TO CLASSIFIED INFORMATION .

1. INFORM PERSONNEL OF THE PROPER METHODS AND CHANNELS FOR REPORTING MATTERS OF SECURITY INTEREST.

10-102 Initial Briefings

DoD personnel granted a security clearance (see subsection 7-100) shall not be permitted to have access to classified information until they have received an initial security briefing and have signed Standard Form 189, "Classified Information Nondisclosure Agreement. " DoD 5200. 1-PH-1 (reference (ccc)) provides a sample briefing and additional information regarding Standard Form 189. Cleared personnel employed prior to the effective date of this Regulation must sign Standard Form 189 as soon as practicable but not later than 28 February 1990.

a. THE OSD COMPONENT OR ALTERNATE (S) SECURITY MANAGERS SHALL PROVIDE THE INITIAL SECURITY BRIEFINGS TO PERMANENT AND TEMPORARY ASSIGNED PERSONNEL. THE INITIAL SECURITY BRIEFING AND CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT BRIEFING BOOKLET SHALL BE USED TO SATISFY THE REQUIREMENT. HOWEVER, THE INDOCTRINATION SPECIFICALLY MUST ADDRESS THE SECURITY ASPECTS OF THE ASSIGNMENT AND TAKE INTO ACCOUNT THE EXPERIENCE LEVEL OF THE PERSON TO DETERMINE THEIR KNOWLEDGE OF THE REQUIREMENTS FOR SAFEGUARDING CLASSIFIED INFORMATION.

b. OSD COMPONENT SECURITY MANAGERS MAY OBTAIN THE BRIEFING BOOKLET FROM PSD .

c. THE STANDARD FORM 189 SHALL BE SIGNED AND FORWARDED TO PERSONNEL SECURITY DIVISION, DIRECTORATE OF PERSONNEL AND SECURITY, WHS .

10-103 Refresher Briefings

Programs shall be established to provide, at a minimum, annual security training for personnel having continued access to classified information. The elements outlined in subsection 10-101 shall be tailored to fit the needs of experienced personnel.

a. THE OSD COMPONENT OR ALTERNATES(S) SECURITY MANAGERS SHALL PROVIDE THE REFRESHER SECURITY BRIEFING FOR ALL PERSONNEL EACH CALENDAR YEAR. ATTENDANCE IS MANDATORY. MATERIALS SUCH AS VIDEO TAPE RECORDINGS, SECURITY POSTERS, HANDOUTS , AND OTHER RELATED INSTRUCTIONAL MATERIAL MAY BE OBTAINED FROM PSD .

b. A WRITTEN REPORT SHALL BE SUBMITTED TO PSD GIVING THE NAMES OF THE INDIVIDUALS WHO ATTENDED THE TRAINING AND THE MATERIAL AND/OR TOPICS COVERED .

10-104 Foreign Travel Briefings

a. Personnel who have had access to classified information shall be given a foreign travel briefing, before travel, to alert them to their possible exploitation under the following conditions:

1. Travel to or through communist-controlled countries; and

2. Attendance at international scientific, technical, engineering or other professional meetings in the United States or in any country outside the United States where it can be anticipated that representatives of Communist-controlled countries will participate or be in attendance. (See also DoD Directive 5240.6 (reference (gg)) .

b. Individuals who travel frequently, or attend or host meetings of foreign visitors as described in a. 2., above, need not be briefed for each occasion, but shall be provided a thorough briefing at least once every 6 months and a general reminder of security responsibilities before each such activity.

ALL MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO OSD, HAVING ACCESS TO CLASSIFIED MATERIAL , SHALL RECEIVE A FOREIGN TRAVEL BRIEFING FROM PERSONNEL SECURITY DIVISION , DIRECTORATE OF PERSONNEL AND SECURITY, WHS .

10-105 Termination Briefings

a. Upon termination of employment, administrative withdrawal of security clearance, or contemplated absence from duty or employment for 60 days or more, DoD military personnel and civilian employees shall be given a termination

briefing, return all classified material, and execute a Security Termination Statement. This statement shall include:

1. An acknowledgment that the individual has read the appropriate provisions of the Espionage Act (reference (yy)), other criminal statutes, DoD regulations applicable to the safeguarding of classified information to which the individual has had access, and understands the implications thereof;

2. A declaration that the individual no longer has any documents or material containing classified information in his or her possession;

3. An acknowledgement that the individual will not communicate or transmit classified information to any unauthorized person or agency; and

4. An acknowledgement that the individual will report without delay to the FBI or the DoD Component concerned any attempt by any unauthorized person to solicit classified information.

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- b. When an individual refuses to execute a Security Termination Statement, that fact shall be reported immediately to the security manager of the cognizant organization concerned. In any such case, the individual involved shall be debriefed orally. The fact of a refusal to sign a Security Termination Statement shall be reported to the Director, Defense Investigative Service who shall assure that it is recorded in the Defense Central Index of Investigations.

- c. The security termination statement shall be retained by the DoD Component that authorized the individual access to classified information for the period specified in the Component's record retention schedules, but for a minimum of 2 years after the individual is given a termination briefing.

- d. ALL MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO OSD SHALL RECEIVE A TERMINATION BRIEFING FROM PERSONNEL SECURITY DIVISION, DIRECTORATE OF PERSONNEL AND SECURITY, WHS.